

# Office Memorandum • UNITED STATES GOVERNMENT

TO : Acting Director of Training  
THRU : Chief, Operations School  
  
FROM : Chief, Headquarters Training

DATE: 31 January 1962

SUBJECT: Weekly Activities Report No. 4  
25 January - 31 January 1962

## I. SIGNIFICANT ITEMS

Nothing to Report.

## II. OTHER ITEMS

DDP Desk Officer Orientation: The DDP Desk Officer Orientation program ended 29 January. During the course of the program, two additional subjects were added on request of Mr. [REDACTED]. A half-hour talk on cover was given by [REDACTED] the Incentive Awards film was presented by [REDACTED]. A report on the program is being prepared.

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As a matter of record, Junior Officer trainee, [REDACTED] failed to do the assignment given to the JOT class on 23 January by [REDACTED]. The untouched exercise was found in [REDACTED] kit after it had been turned in. The incident has been reported to Mr. [REDACTED]. An attempt will be made at discovering any training significance in the results of the exercise as carried out by the other members of the class. Don was not too happy over the showing the students made in the reporting exercise. He is writing up his findings in a separate report.

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Clandestine Services Records Officers Course: OTR will resume the series of Clandestine Services Records Officers course on 13 February and thereafter on alternate weeks. The impossible and vexing problem of getting available space for 3-day periods to accommodate twenty-five students each time has been solved with the help of the Registrar, at least through March. The Office of Security is permitting the use of its auditorium. In February and March courses will be held on the following dates in 1401 Eye Building: 27-28 February and 1 March; 13, 14, 15 March; and 27, 28, 29 March. No attempt is made to project the schedule beyond these dates because of the uncertain dates of the move of the Clandestine Services to Langley. A notice, cleared with Mr. [REDACTED] DD/P Records Management Officer, will be published today by the Registrar.

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Information Reporting, Reports and Requirements: Five students successfully completed Information Reporting, Reports and Requirements (IRRR) Number 36, on 26 January 1962. The class was an unusual one in that four out of the five students attained an over-all performance level of excellent, the fifth of satisfactory. A detailed report is being prepared.

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Two tutorial students are being trained in IRRR -- [REDACTED]

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Clandestine Services Review: Thirty-nine students are registered for the Clandestine Services Review beginning 5 February. The schedule has been distributed.

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Scientific and Technical Operations: [REDACTED] assignment as manager of the DDP Desk Officer Orientation course and of the Clandestine Services Review course has left him little time for work with the Scientific and Technical Operations course. [REDACTED], however, has been drafting papers on some of his operational experiences, and he has been working on maps and other training aids for the next course. John has been introduced to the DDP Scientific and Technical Group. Clearances are being initiated so that he and Mr. [REDACTED] may meet key personnel in OSI and in NASA.

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Counterintelligence Operations: Eighteen students are attending Counterintelligence Familiarization course No. 30. RID with 4 students and FE with 3 students have the largest enrollment. Nine other areas are represented. Three students are grade GS-15; one is GS-14. Nine other grades are represented; the lowest grade is GS-4.

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[REDACTED] called to suggest that the IO Division is developing a series of [REDACTED] workshops somewhat on the order of the one held last summer at [REDACTED]. Since most of the time of [REDACTED] will be spent on these workshops, Mr. [REDACTED] felt that IO could not spare the time for the next [REDACTED] course. He intimated that inasmuch as only three students are enrolled, the course might well be cancelled and that he would recommend such action in a memorandum.

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On 31 January I called Mr. [ ] to ask him the status of his memorandum. He said the memo had been forwarded and I should receive it soon. A copy of the memorandum has now been received. A memorandum will be prepared by Headquarters Training officially recommending [ ] course No. 5 be cancelled. I have asked [ ] to work closely with [ ] Division on the workshop program.

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III. ADMINISTRATION

Nothing to Report.

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